

## Dropout And Mobility Report (DOE-DR)

Version 10.22.04

The purpose of this data collection is to gather information on students that are considered dropouts and student mobility.

### Audience

This is a required collection for students in grades 7-12 or ungraded that are being educated in public schools, accredited non public schools, charter schools, and freeway schools.

### Instructions

#### Student Dropout:

Report students that dropout in grades 7 – 12 from summer 2003 and 2003–04 school year that were enrolled or expected to be enrolled, that left school before completing a state or district approved educational program, did NOT graduate and did not transfer to another school or institution. Report each student in the school and grade in which the student was expected to return. Summer of 2003 dropouts must be reported in the grade to which they were promoted and should be reported by the school expecting the student to return. Students that dropout and do **not** return by October 1, 2004 are to be reported.

Students that dropout during the summer 2004 and 2004-2005 school year and do **not** return by October 1, 2005 will be reported on the 2004-2005 Dropout and Mobility Report, DOE-DM.

#### Student Mobility:

Report mobility students in grades 7 – 12 from summer 2003 and 2003-2004 school year that did not dropout but left school for one of the mobility reasons listed.

The required data should be collected, combined into a file, and submitted to the Department of Education through the secured Application Center. The file may be any of the formats contained in this document and must contain all the fields in the order described. A **trial submission period** will be available September 30 through October 7, 2004. This optional period will provide the opportunity to verify transmission and validity of the data file **prior** to the actual collection period. All data submitted during this optional period will be **deleted** at the end of the day on October 7, 2004.

The **required collection period** will begin on **October 8, 2004** and last until **October 29, 2004**, which is the **final** date for submission. During this time you are required to submit the file to the Department of Education using the secured Application Center, check the processing results for errors, and check the reports in the Message Center for accuracy. If there are any errors or inaccuracies you may correct your data file and transmit the file again until the end of the day on October 29, 2004. Alternately, you will have the option to manually enter the information using a web form in the Application Center.

### Dropout (DR) Report Data Layout

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
1	School Number	4	State Assigned School ID  <b>Required Field: YES</b>	School building where the student was expected to enroll
2	Student Test Number (STN)	9	Official Student Test Number (STN) assigned to student  <b>Required Field: YES</b>	
3	Grade Level	2	<b>Allowable Codes Are:</b>  07 = Grade 7 08 = Grade 8 09 = Grade 9 10 = Grade 10 11 = Grade 11 12 = Grade 12 SU= Ungraded  <b>Required Field: YES</b>	Grade in which the student was expected to return  Summer Dropouts: See Scenario #1  Current Year Dropouts: See Scenario #3
4	Language Minority Participant	1	Is the student a Language Minority Student?  <b>Allowable Codes Are:</b>  Y = Yes N = No	A Language Minority Student is a student for whom at least one of the following is true: 1. The student's first acquired (learned) language is other than English; regardless of which language is dominant 2. The language most often spoken by the student is other than English; 3. The language most often spoken in the

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
			<b>Required Field:</b> YES	student's home is other than English.
5	English Language Proficiency Code	1	<p>For Language Minority students, which proficiency code best describe the student?</p> <p><b>Allowable Codes Are:</b></p> <p>1 = Fluent English Proficient (FEP)  2 = Limited English Proficient (LEP)  Blank or Space = Not Applicable</p> <p><b>Required Field:</b> If the answer to Language Minority Participant is Yes, then this is a required field.</p>	<p><b>FEP:</b> A language minority student is considered to be FEP if the student's English language abilities are "near native" or "native-like", as determined by English language proficiency instrument, and if the student's academic performance in English is at grade level.</p> <p><b>LEP:</b> A language minority student is considered to be LEP if the student's English abilities are limited (or non-existent), as determined by an English language proficiency instrument, and if the student's academic performance in English is not at grade level.</p>
6	Dropout or Mobility Code	2	<p><u>Primary reason the student dropped out</u></p> <p><b>Allowable Codes Are:</b></p> <p>01 = Record of School Failure  02 = Disinterest in Curriculum  03 = Interpersonal Problems  04 = Incurability  05 = Need or Desire to Earn Money  06 = Poor Home Environment  07 = Drug Abuse  08 = Marriage  09 = Pregnancy  10 = Poor Health  11 = Friends or Peer Pressure  12 = Armed Services Enlistment  14 = Unknown or No Shows  15 = Other  16 = Expulsion  17 = Missing but located  18 = Failure of GQE</p> <p><u>Primary Reason for student mobility</u></p> <p><b>Allowable Codes Are:</b></p> <p>19 = Transferred to another public school district, private school, or state or district approved education program in Indiana  20 = Removed by parents to provide instruction i.e. Home schooled  21 = Deceased or long term medical condition  22 = Permanently incarcerated  23 = Placement by court order or FSSA  24 = Enrollment in a virtual school on a fulltime basis  25 = Moved Out-of-state  26 = Missing NOT located  27 = Foreign exchange student that returns to country or origin  28 = Religious beliefs (Amish) removes this student from further public education  29 = Student ages out</p> <p><b>Required Field:</b> YES</p>	<p><b>Students who withdraw/leave school:</b>  <b>SCHOOL RELATED</b></p> <p><b>01</b> = Students who have been retained or have failing or near failing grades. Low ability and skills are the principal cause.  <b>02</b> = Students who have demonstrated ability but who drop out because of lack of motivation or interest. Students who are chronically truant but <u>not</u> engaged in out-of-school delinquent behaviors also belong here.  <b>03</b> = Students who do not get along with others or feel they are disliked by teachers or peers.  <b>04</b> = Students who have a history of discipline problems or are chronically truant and involved in out-of-school delinquency.</p> <p><b>PERSONAL</b></p> <p><b>05</b> = Students who report that they need or desire to earn money.  <b>06</b> = Students who come from homes or living situations disrupted by abuse, poverty, frequent moving, parent apathy, and other life stresses that interfere with education.  <b>07</b> = Students whose school failure or school discipline problems stem from the personal abuse of drugs or alcohol.  <b>08</b> = Students in this category should have stated desire for marriage. Students who plan to marry to escape from poor home environment or because of school failure should be counted in other categories.  <b>09</b> = All females who are pregnant at the time of withdrawal – regardless of stated reason for leaving.  <b>10</b> = Students who have been chronically ill, either mentally or physically, and consequently are unable to keep up with their studies.  <b>11</b> = Students who express a desire to be with friends who have graduated or dropped out.</p> <p><b>OTHER EDUCATIONAL PROGRAMS</b></p> <p><b>12</b> = Report only those students whose enlistment has been verified by a recruiter.  13 = Code 13 is not a valid code and not used</p> <p><b>OTHER</b></p> <p><b>14</b> = Students that have <u>not</u> been reported to the Indiana Clearinghouse for missing students. Cannot be located and no transcripts requested.  <b>15</b> = Reasons that do not fit into one of the other categories. Please email <a href="mailto:cclearwa@doe.state.in.us">cclearwa@doe.state.in.us</a> with an explanation.  <b>16</b> = If a student does not return when eligible.</p>

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
				<b>17</b> = Students that were reported missing to the IN Clearinghouse for Missing and Exploited Children, have been located, and are not in school as of October 1, 2003. <b>18</b> = Failure or fear of failure on the Graduation Qualifying Examination (GQE). <b>19</b> = State or district approved education program includes, but not limited to, alternative education, Adult Basic Education, Adult Secondary Credit, etc.
7	Dropout Date	8 or 10	Date the student dropped out <b>Allowable Date Formats Are:</b> MMDDYYYY and MM/DD/YYYY Where: MM = Month (01 - 12) DD = Day (01 - 31) YYYY = Year (2002 - 2003) <b>Required Field:</b> YES, if the student is a dropout	Dates will be checked to ensure they are valid calendar dates for the collection period.  Report only for students with a dropout code of 1-18
8	Graduation Qualifying Exam (GQE)	1	Did the student that dropped out pass the Graduate Qualifying Exam? <b>Allowable Codes Are:</b> <u>Blank or zero for mobility students</u> 1 = Passed 2 = Failed 3 = Did not take test or not tested <b>Required Field:</b> YES	
9	Last Known Street Address	30	Student's last known street address <b>Allowable Characters Are:</b> 0 - 9, A - Z, a - z, # (pound), . (period) and Space <b>Required Field:</b> YES	Report only for students with a dropout of code of 1-18
10	Last Known City of Residence	20	Student's last known city of residence <b>Allowable Characters Are:</b> A - Z, a - z, and Space <b>Required Field:</b> YES	Report only for students with a dropout of code of 1-18
11	Last Known State of Residence	2	Student's last known state of residence <b>Allowable Values Are:</b> Valid two letter state abbreviations <b>Required Field:</b> YES	Report only for students with a dropout of code of 1-18
12	Last Known Zip Code	5	Student's last known zip code <b>Allowable Values Are:</b> Five digit zip code value (00000 - 99999) <b>Required Field:</b> YES	Report only for students with a dropout of code of 1-18

## Common Scenarios

The following section contains several likely scenarios pertaining to dropouts and a description of how they would be reported.

**Scenario #1: Summer 2003 or Ending of School Year 2003-2004 Dropout**

Scenario: A student is an 8<sup>th</sup> grade student at school #1. At the end of the school year the student is promoted to 9<sup>th</sup> grade and will be attending high school at school #2 for the 2004 – 2005 school year. The student does not return to school #2 by October 1, 2004 and has no legitimate reason for not returning (dropout or mobility codes 1-29).

Reporting Result: The student is considered a dropout. The grade level reported would be the 9<sup>th</sup> grade to which the student was promoted and would be reported by school #2 where the student was expected to return in the dropout report for 2004-2005 school year.

**Scenario #2: Student Expelled**

Scenario: A student is from school #1 and does not return when the expulsion is complete. No transcript request has been made for this student by another school.

Reporting Result: If a student is expelled, does not return when eligible, and no transcript has been received then the student should be reported as a dropout.

**Scenario #3: Beginning of School Dropout**

Scenario: A student enrolls at the beginning of the 2004-2005 school year; student leaves school and does not return by October 1, 2004. The student has no legitimate reason for not returning (dropout or mobility codes 1-29).

Reporting Result: If the student does not return, the student would be reported as a dropout and would NOT be reported until the DOE-DR collection for 2004-2005 in October 2005. If the student returns at a later date and the dropout or mobility codes 1-29 do not apply, then the student is NOT a dropout and not reported.

**Scenario #4: No Shows**

Scenario: A student enrolls during the 2003-2004 school year; student leaves school and does not return by October 1, 2004. The student has no legitimate reason for not returning (dropout or mobility codes 1-29).

Reporting Result: Compulsatory attendance law states they must have an exit interview. Attempts should be made to locate the student. The school can:

- (1) Expel the student to remove them from attendance.
- (2) Locate the student and do the exit interview.
- (3) After locating the student have a formal hearing and expel the student.
- (4) Confer with parents and have them formally dropout.
- (5) Report the student to the clearinghouse for Missing and Exploited children.
- (6) Report the student as a no show.

**Scenario #5: High Mobility between districts**

Scenario: A student enrolls during the 2003-2004 school year; student leaves school to attend the neighboring district or state. The student then returns to the original district. This happens several times throughout the school year.

Reporting Result: The mobility information for these students can be reported once and reflective of the entire collection period. If the student is no longer attending your school because they have transferred several times during the year, report the student with the appropriate mobility code of 19 or 25.

**General Guidelines for determining dropouts and student mobility:****Yes – Are Dropouts**

Expulsions – If a student does not return when eligible. At that time they should be counted as a dropout if no transcript has been requested.

Military – Students who enter the military

Students who leave school and enter a program not leading to a high school diploma.

Students who drop out in the summer or between semesters.

Missing – Students who have been reported to the IN Clearinghouse for Missing and Exploited Children and have been located but are not attending school by October 1<sup>st</sup> of the current school year. Dropout code 17.

Poor Health – Students who have been chronically ill, either mentally or physically, and consequently is unable to keep up with their studies. Dropout code 10.

Not meeting graduation requirements – Students who fail to meet some graduation requirements and who leave school without a

diploma or other credential.

### No – Are Not Dropouts

General Education Development (GED) - Students who dropout but earn a GED. To meet this qualification, the student must have earned the GED prior to October 1 of the current school year. If the student has not earned a GED by October 1, continues classes to earn the GED, and does not earn the GED, the student is a dropout for the current school year.

Returning Students – If a student drops out during the 2003 – 2004 school year, including summer of 2003, but returns to the school in the fall of the 2004 – 2005 year, by October 1, the student is not a dropout

Missing – Students who cannot be located within the boundaries of the school corporation by October 1 of the current school year, and have been reported to the Indiana Clearinghouse for Missing and Exploited Children (State Police). Mobility code 26.

Suspensions – Students who are out of school only for a temporary period.

Certificate of Completion – Special education students that earn a certificate of course completion

### Mobility Students

Death/Medical – Students who are deceased or have a long-term medical condition. Mobility code 21.

Transfers to Another School – Students known to have transferred (by transcript) to a public school or a nonpublic school that continues the student's education on a full-time basis.

Other Transfers – Students known to be transferred to another public institution, e.g., prison, juvenile institution, mental institution, or private institution (including a home school) or state approved or district approved education program.

Students Age – Student reaches the age of 21+ but does not graduate from high school and does not return by October 1.

## References:

Missing Children: I.C. 20-8-1-3-17.1

DOE Calendar - GED Recipients by School Corporation Report

STN Calendar

## Example Data File Formats

The following section contains example data files in the allowed comma delimited, positional, and XML formats.

### Comma Delimited Format

```
0001,000102001,08,N,,04,04012003,1,123 Over There,Fishers,IN,46038
0001,000102999,12,N,,11,09142002,2,111 Right Place,Indianapolis,IN,46204
0002,000202001,SU,N,,08,01012002,3,222 Wrong Way,Lebanon,IN,46052
0002,000202999,11,N,,01,11252003,1,555 Some St.,Indianapolis,IN,46240
```

### Positional Format

10	20	30	40	50	60	70	80	90
000100010200108N	04040120033		123 Over There			FishersIN46038		
000100010299912N	11091420022		111 Right Place			IndianapolisIN46204		
0002000202001SUN	08010120021		222 Wrong Way			LebanonIN46052		
000200020299911Y	101112520033		555 Some St.			IndianapolisIN46240		

### E(x)tensible Markup Language (XML) Format

```
<XIF_DRData>
  <Corporation Id="8800">
    <School Id="0001">
      <Student STN="000202001">
        <Demographics LanguageMinority= "N" EnglishProficiencyCode="" />
        <SchoolUse GradeLevel="08" GQE="3" />
        <Dropout Code="04" Date="04012003" LastKnownStreet="123 Over There" LastKnownCity="Fishers"
          LastKnownState="IN" LastKnownZip="46038" />
      </Student>
      <Student STN="000102999">
        <Demographics LanguageMinority= "N" EnglishProficiencyCode="" />
        <SchoolUse GradeLevel="12" GQE="2" />
        <Dropout Code="04" Date="04012003" LastKnownStreet="111 Right Place"
          LastKnownCity="Indianapolis" LastKnownState="IN" LastKnownZip="46204" />
      </Student>
    </School>
  </Corporation Id="8800">
</XIF_DRData>
```

```

<School Id="0002">
  <Student STN="000202001">
    <Demographics LanguageMinority= "N" EnglishProficiencyCode="" />
    <SchoolUse GradeLevel="SU" GQE="1" />
    <Dropout Code="04" Date="04012003" LastKnownStreet="222 Wrong Way" LastKnownCity="Lebanon"
      LastKnownState="IN" LastKnownZip="46052" />
  </Student>
  <Student STN="000202999">
    <Demographics LanguageMinority= "Y" EnglishProficiencyCode="1" />
    <SchoolUse GradeLevel="11" GQE="3" />
    <Dropout Code="04" Date="04012003" LastKnownStreet="555 Some St." LastKnownCity="Indianapolis"
      LastKnownState="IN" LastKnownZip="46240" />
  </Student>
</School>
</Corporation>
</XIF_DRData>

```

## Change History

The following section contains a history of changes made to the DOE-DR Data Layout from the prior version.

Version	Description of Change
10.22.04	Scenarios added, clarification in instructions
10.08.04	Clarification of a dropout and the reporting year
09.30.04	New collection Dates
08.26.04	Dates added to clarify collection period in instructions. Scenario #1 clarifies the school year in which the dropout should be reported.

The following section contains a history of changes made to the DOE-DR Data Layout from the prior version 6.23.03. It relates the current fields to their previous location.

Field Order	Fieldname Description	Previous Field Order Location	Notes
1	School Number	1	No change
2	Student Test Number (STN)	2	No change
3	Grade Level	3	No change
4	Language Minority Participant	4	No change
5	English Language Proficiency Code	5	No change
6	Dropout Code	6	Mobility codes added
7	Dropout Date	7	No change
8	Graduation Qualifying Exam (GQE)	8	No change
9	Last Known Street Address	9	No change
10	Last Known City of Residence	10	No change
11	Last Known State of Residence	11	No change
12	Last Known Zip Code	12	No change